

CRIMINAL JUSTICE TRAINING REFERENCE MANUAL

INSTRUCTOR CERTIFICATION/RE-CERTIFICATION PROCESS

NOV 01

- I. The purpose of this policy is to provide clarification of the administrative requirements referenced in 6 VAC 20-80-90 of the Rules Relating to Certification of Criminal Justice Instructors.
- II. There are six categories of instructor certification:
 - A. Provisional
 - B. General
 - C. Firearms
 - D. Defensive Tactics
 - E. Driver Training
 - F. Radar
- III. Steps for instructor certification
 - A. Provisional
 - 1. Submit a completed application to DCJS
 - 2. Application must be signed by
 - a. The agency head or an agent authorized by the agency head
 - b. The academy director or an agent authorized by the academy director
 - B. General
 - 1. Complete the General Instructor Development course
 - 2. Complete the General Instructor apprenticeship after completion of the General Instructor Development course
 - 3. Submit a completed application to DCJS
 - 4. Application must be signed by
 - a. The agency head or an agent authorized by the agency head
 - b. The academy director or an agent authorized by the academy director
 - 5. Receive certification letter, certificate(s) and patch(es) from DCJS
 - C. Specialty areas (Firearms, Defensive Tactics, Driver Training, Radar)

1. Complete the General Instructor Development course
2. Complete the Specialty Instructor Development course
3. Complete the Specialty Instructor apprenticeship after completion of the Specialty Instructor Development course
4. Submit a completed application to DCJS
5. Application must be signed by
 - a. The agency head or an agent authorized by the agency head
 - b. The academy director or an agent authorized by the academy director, except for agency firearms
6. Receive certification letter, certificate(s) and patch(es) from DCJS

IV. Instructor Re-certification Process

A. There are five categories of instructor re-certification

1. General
2. Firearms
3. Defensive Tactics
4. Driver Training
5. Radar

B. Steps for instructor re-certification

1. General
 - a. Complete the General Instructor Re-certification course
 - b. The individual will be re-certified based upon the Form 41 training roster submitted by the academy documenting completion of the General Instructor Re-certification course. No additional paperwork is required for instructor re-certification with the following exceptions:
 - c. If instructor certification has expired, a subsequent apprenticeship is required for re-certification. In such instances, the following process will apply:
 - (1) Complete the General Instructor apprenticeship after completion of the General Instructor Re-certification course

- (2) Submit a completed application to DCJS
 - d. Application must be signed by
 - e. The agency head or an agent authorized by the agency head
 - f. The academy director or an agent authorized by the academy director, except for agency instructors
 - g. DCJS will mail a list of recently re-certified instructors to the appropriate agency and academy as necessary
2. Specialty areas (Firearms, Defensive Tactics, Driver Training, Radar)
- a. The individual will be re-certified based upon the Form 41 training roster submitted by the academy documenting completion of the Specialty Instructor Re-certification course. No additional paperwork is required for instructor re-certification with the following exceptions:
 - b. If instructor certification has expired, a subsequent apprenticeship is required for re-certification. In such instances, the following process will apply:
 - (1) Complete the Specialty Instructor Re-certification course
 - (2) Complete the Specialty Instructor apprenticeship after completion of the Specialty Instructor Development course
 - (3) Submit a completed application to DCJS
 - c. Application must be signed by
 - (1) The agency head or an agent authorized by the agency head
 - (2) The academy director or an agent authorized by the academy director, except for agency firearms
 - d. DCJS will mail a list of recently re-certified instructors to the appropriate agency and academy as necessary
- C. Academy Instructors. After the initial certification period, individuals who instruct in a certified training academy shall have taught a minimum of eight hours of mandated or approved instruction during the current period of certification, and shall have been evaluated by staff or students in order to be eligible for recertification as an academy instructor. DCJS does not track academy and agency instructor status. It is the responsibility of the academy director to ensure that any instructor who teaches more than three hours of mandated training, has taught at least 8 hours during the past 3 year certification/re-certification cycle or has successfully completed an apprenticeship within the past year.
- V. Processing the Application
- A. Instructor certification applications are distributed to certified academies by DCJS Field Service Coordinators.

- B. Applicants obtain an application from academy,
- C. Applicants are responsible for completing the following:
 - 1. Name of applicant
 - 2. Social Security Number
 - 3. Employing Agency
 - 4. Type of Certification or Re-Certification requested
- D. The Chief, Sheriff, or agency administrator must sign the application
- E. When the application is complete, the applicant returns it to the academy. The academy director or assigned staff member reviews the completed application for applicability to academy rules and policy. The academy director is responsible for accomplishing the following:
 - 1. Verify the information on the application. Particular attention should be given to the following areas:
 - a. Type of re-certification. It is extremely important to verify that the individual has already been certified in each category for which re-certification is being requested. It is also important to verify that the certification has not expired. In either case, an apprenticeship must be completed before the application can be processed.
 - b. Verify that the training actually took place on the date indicated.
 - c. If an apprenticeship is required for the action being requested, verify that the evaluator has at least three years experience as an instructor in the category for which the apprenticeship was conducted; and that the apprenticeship consists of mandated training, i.e. entry-level or in-service training offered by a certified academy.
 - 2. The academy director must sign the application in the space provided. The academy director's signature indicates that the above listed verifications have been completed
 - 3. Exception: The academy director is not required to sign the application of an officer requesting certification as a firearms instructor in order to conduct only agency annual firearms qualification training and who does not intend to teach at the academy per se. In this case the agency administrator's signature alone is acceptable.
- F. The academy director forwards completed application to DCJS.
- G. After the application is entered into the DCJS database, a letter of notification, appropriate certificate and patches are mailed to the applicant's employing agency.
- H. By submission of the application, the agency and academy requesting certification of the individual named on the form as a criminal justice instructor is attesting to compliance with the requirements of the "Rules Relating to the

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Certification of Criminal Justice Instructors” to include all employment, training and apprenticeship requirements. Specifically, the Authorized Agent of the employing agency is attesting that the applicant meets all employment requirements and requesting that the applicant be certified as an instructor. The certified academy director is attesting that the applicant has successfully completed the training and apprenticeship requirements and is qualified to be a certified instructor. The certified academy director is responsible for maintaining documentation of completion of training and completion of the apprenticeship on file for inspection and review purposes during academy re-certification.

- VI. In the event that instructor’s certification expires, the instructor must complete an instructor apprenticeship in addition to attending the appropriate re-certification training program and submit the Instructor Certification form.

